

SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHEENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: MAIL CLERK
MOHONASEN CENTRAL SCHOOL DISTRICT
THE RESULTING ELIGIBLE LISTS WILL BE USED TO FILL VACANCIES
AS NEEDED.

EXAM NUMBER: 300-40

SALARY RANGE: \$20,327 - \$22,080 (2007-2008)

LAST DATE FOR FILING: JULY 29, 2008

DATE OF EXAMINATION: SEPTEMBER 6, 2008

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF SCHEENECTADY OR ALBANY COUNTY FOR AT LEAST ONE MONTH. PREFERENCE IN APPOINTMENT MAY BE GIVEN TO MOHONASEN SCHOOL DISTRICT RESIDENTS.

DUTIES: THIS POSITION INVOLVES OVERALL RESPONSIBILITY FOR THE MANAGEMENT OF POSTAL AND PRINTING SERVICES PROVIDED BY A CENTRALIZED MAIL ROOM. THE WORK ALSO REQUIRES THE OPERATION OF POSTAL MACHINES AND RELATED OFFICE EQUIPMENT. GENERAL SUPERVISION IS RECEIVED FROM A HIGH LEVEL SUPERVISOR OR ADMINISTRATOR, WITH LEEWAY ALLOWED FOR MAKING INDEPENDENT JUDGEMENTS ON ROUTINE POLICIES AND PROCEDURES. DIRECT SUPERVISION MAY BE EXERCISED OVER CLERICAL ASSISTANTS AND STUDENT WORKERS. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

MINIMUM QUALIFICATIONS: (ON THE DATE OF THE WRITTEN TEST)

- (A) GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA AND TWO YEARS OF CLERICAL EXPERIENCE, ONE YEAR OF WHICH SHALL HAVE INVOLVED THE OPERATION OF PHOTOCOPY AND POSTAGE EQUIPMENT; OR
- (B) THREE YEARS OF CLERICAL EXPERIENCE, ONE YEAR OF WHICH SHALL HAVE INVOLVED THE OPERATION OF PHOTOCOPY AND POSTAGE EQUIPMENT; OR
- (C) AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE AS DEFINED BY THE LIMITS OF (A) AND (B) ABOVE.

NOTE: APPROPRIATE PART-TIME AND/OR VOLUNTEER EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

TOLERANCE POLICY:

CANDIDATES WHO DO NOT POSSESS THE MINIMUM EDUCATIONAL QUALIFICATIONS AS OF THE DATE OF THE EXAMINATION MAY BE ADMITTED TO THE EXAM, CONDITIONALLY, WITH FINAL APPROVAL FOR THEIR QUALIFICATIONS BEING GRANTED ONLY UPON SUBMISSION BY THE CANDIDATE OF PROOF OF HAVING MET THE MINIMUM EDUCATIONAL QUALIFICATIONS **WITHIN FORTY-FIVE (45) DAYS OF THE DATE OF THE EXAM.**

THE TOLERANCE WILL EXTEND ONLY TO THE ISSUE OF COMPLETING THE MINIMUM EDUCATIONAL QUALIFICATIONS. ALL OTHER MINIMUM QUALIFICATIONS MUST BE MET ON OR BEFORE THE DATE OF THE EXAM. THE CANDIDATE MUST PROVIDE THE SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION, AT THE TIME OF APPLICATION, WITH EITHER PROOF OF COMPLETION OF THE MINIMUM EDUCATIONAL REQUIREMENTS **OR** A STATEMENT THAT IT WILL BE COMPLETED WITHIN THE SAID FORTY-FIVE (45) DAY PERIOD.

FAILURE OF THE CANDIDATE TO SUBMIT SUCH PROOF OF COMPLETION OF THE MINIMUM EDUCATIONAL QUALIFICATIONS WITHIN SAID FORTY-FIVE (45) DAY PERIOD SHALL DISQUALIFY THE CANDIDATE. THE RESPONSIBILITY FOR SUBMITTING THE PROOF SHALL BE SOLELY THE RESPONSIBILITY OF THE CANDIDATE. FOR THIS EXAMINATION, THE FORTY-FIVE DAY PERIOD IS ON/OR BEFORE **OCTOBER 21, 2008.**

SUBJECTS OF EXAMINATION: A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

SPELLING: THESE QUESTIONS TEST YOUR ABILITY TO SPELL WORDS THAT ARE USED IN WRITTEN BUSINESS COMMUNICATIONS.

ALPHABETIZING: THESE QUESTIONS TEST YOUR ABILITY TO FILE MATERIAL IN ALPHABETICAL ORDER.

RECORD KEEPING: THESE QUESTIONS EVALUATE YOUR ABILITY TO PERFORM COMMON RECORD KEEPING TASKS. THE TEST CONSISTS OF TWO OR MORE "SETS" OF QUESTIONS; EACH SET CONCERNING A DIFFERENT PROBLEM. TYPICAL RECORD KEEPING PROBLEMS MIGHT INVOLVE THE ORGANIZATION OR COLLATION OF DATA FROM SEVERAL SOURCES; SCHEDULING; MAINTAINING A RECORD SYSTEM USING RUNNING BALANCES; OR COMPLETION OF A TABLE SUMMARIZING DATA USING TOTALS, SUBTOTALS, AVERAGES AND PERCENTS.

CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: THESE QUESTIONS TEST YOUR SKILLS AND ABILITY IN CLERICAL OPERATIONS INVOLVING, COMPARING, CHECKING AND COUNTING. THE QUESTIONS REQUIRE YOU TO FOLLOW THE SPECIFIC DIRECTIONS GIVEN FOR EACH QUESTION WHICH MAY INVOLVE ALPHABETIZING, COMPARING, CHECKING AND COUNTING GIVEN GROUPS OF LETTERS AND/OR NUMBERS.

THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE HAS PUBLISHED A **TEST GUIDE** INTENDED FOR CANDIDATE PREPARATION USE FOR THIS PARTICULAR EXAMINATION. THIS TEST GUIDE CONTAINS IMPORTANT TEST-RELATED INFORMATION AS WELL AS SAMPLE TEST QUESTIONS SIMILAR TO THE QUESTIONS THAT WILL BE USED IN THIS WRITTEN TEST.

THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE IS MAKING A COPY OF THIS TEST GUIDE AND OTHER RELATED INFORMATION AVAILABLE ON ITS WEB SITE At <http://www.cs.state.ny.us/testing/localtestguides.cfm>. IN ADDITION, A COPY OF THIS TEST GUIDE WILL BE SENT TO ALL APPROVED CANDIDATES APPROXIMATELY TWO WEEKS BEFORE THE TEST DATE. IF YOU HAVE NOT RECEIVED A COPY BY **8/27/2008**, PLEASE CALL THE SCHENECTADY COUNTY CIVIL SERVICE OFFICE AT 388-4233 TO REQUEST A COPY.

USE OF CALCULATORS: IT IS **RECOMMENDED** THAT CALCULATORS BE USED FOR THIS EXAMINATION. CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD SOLAR OR BATTERY-POWERED CALCULATORS. DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSLATORS, DICTIONARIES, OR ANY SIMILAR DEVICES ARE PROHIBITED.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN
MULTIPLE JURISDICTIONS WHEN EXAMINATIONS
ARE SCHEDULED ON SAME DATE**

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL THE EXAMINATIONS AT ONE TEST SITE.

IF YOU HAVE APPLIED FOR BOTH STATE AND LOCAL GOVERNMENT EXAMINATIONS, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL YOUR EXAMINATIONS AT THE STATE EXAMINATION CENTER BY CALLING (518) 474-6470 IN THE ALBANY AREA OR TOLL FREE AT 1-877-697-5627 [PRESS 2, THEN PRESS 1], NO LATER THAN TWO WEEKS BEFORE THE TEST DATE.

IF YOU HAVE APPLIED FOR ANOTHER LOCAL GOVERNMENT EXAMINATION WITH ANOTHER LOCAL CIVIL SERVICE AGENCY, CALL OR WRITE TO EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN TWO WEEKS BEFORE THE DATE OF THE EXAMINATIONS. YOU MUST NOTIFY ALL LOCAL GOVERNMENT CIVIL SERVICE AGENCIES WITH WHOM YOU HAVE FILED AN APPLICATION OF THE TEST SITE AT WHICH YOU WISH TO TAKE YOUR EXAMINATION.

FOR THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

NOTE: CLEARANCE FROM THE COMMISSIONER OF EDUCATION WILL BE REQUIRED FOR POSITIONS THAT ARE DESIGNATED BY THE SCHOOL DISTRICT AS HAVING DIRECT CONTACT WITH STUDENTS.

SEE GENERAL CONDITIONS ATTACHMENT

DATE RELEASED: 6/30/2008